



Office of the State Fire Marshal

NOTIFICATION to CONTRACTORS

Over the last 2 years, you have become familiar first with scheduling UST work, and then later, UST testing, by accessing an online Portal available only to licensed contractors. This scheduling feature was well-received, and we often hear comments about how much many of you like this new way of submitting scheduling.

Scheduling wasn't the end of it, though -- it was only the beginning. Once online scheduling was working well, our programmer and Division staff turned their attention to a new and more ambitious project – online UST permit applications. After months of programming work and several weeks of in house testing, OSFM Division of Petroleum & Chemical Safety began “live” testing of permit applications with a few different contractors. We are happy to announce that the online permit application process for all permit applications we currently review will be available to all licensed contractors with OSFM Contractors Portal accounts in the near future.

Besides the same 24/7 access to the Portal you have now for scheduling, here are a few more features we think you will appreciate:

- Access to certain types of permits will only be available to those contractors whose licenses qualify them for that type of UST activity.
- You will follow a step-by-step procedure to prepare your permit application. As you indicate choice of permit type, questions pertinent to that type of work will be presented.
- Identical equipment for multiple tanks can be carried over from an initial entry to all other affected tanks. Or you can enter different work on different tanks.
- Validations are worked into the process in order to help applicants wherever possible.
- Specific equipment items will be chosen from dropdowns to clearly identify what make and model of equipment will be used in different areas, like sensors, piping, LLDs, etc.
- Supporting documents, like site plans, site assessment reports, pre-74 letters or other necessary documents can be added to the application as attachments.
- Online permit application submissions can be paid for electronically by using a credit card, debit card or an electronic bank check. A small surcharge is levied by the Treasurer's Office for card transactions. Currently it is \$4.70 (2.35%), but that could vary.
- Any problems identified at our end during the review process will be clearly indicated when the application is returned electronically for revision.

Look for a brief message at the Portal entry page when this is finally released. Between now and then, we will continue to conduct live tests with contractors in order to catch any bugs that might still be there to make the released product as easy for you to use as possible. We expect to release online permitting during the month of May, 2015.